Unit DCT 5: Personal Digital Assistants/Handheld Devices

Content Standard DCT 5.1: Students learn the features and setup of PDAs/handheld devices.

Performance Expectations	Instructional Strategies	Assessment Strategies	Supplementary Resources
DCT 5.1.1 Describe leading types and advantages of PDA/handheld devices operating systems DCT 5.1.2 Activate programs/applications DCT 5.1.3 Specify preferences and understand systems information DCT 5.1.4 Synchronize ("Hot Sync") data with a personal computer DCT 5.1.5 Beam data to and receive beamed infrared data from another PDA/handheld device	Discuss and demonstrate: ➢ Uses in business and personal life of PDAs ➢ Different operating systems of handheld devices ➢ Synchronizing with PC ➢ Beaming a program, entry, or appointment from one handheld device to another	Evaluate student's ability to: ➢ Follow on-screen instructions to activate handheld ➢ Set preferences and edit categories according to teacher instruction ➢ Beam and receive data ➢ Communicate with PC	Software Tutorial accompanying handheld http://web.pdx.edu/~meyertj/pda.html http://www.maximumpda.com/ Century 21 Jr. Input Technologies: Thomson/South-Western: Chapter 8, 9, 9 IRCD Supplemental Activity Century 21 Jr. Input Technologies & Computer Applications: Thomson/South-Western: Chapter 8,9, 9 IRCD Supplemental Activity DigiTools: Thomson/South-Western: Chapter 6, Appendix D *Indiana Academic Standards English/Language* Arts 9.1.2, 9.2.5

Unit DCT 5:   Personal Digital Assistants/Handheld Devices

Content Standard DCT 5.2:   Students use input devices for PDAs/handheld devices.

Performance Expectations	Instructional Strategies	Assessment Strategies	Supplementary Resources
DCT 5.2.1 Use the stylus to navigate (if available) DCT 5.2.2 Use various handheld input methods (e.g., Graffiti, Graffiti 2, block recognizers, transcriber, voice, and keyboard) DCT 5.2.3 Use appropriate input methods to create notes and memos	Discuss and demonstrate: ➢ Use of stylus to input information ➢ Graffiti or Graffiti 2 alphabet ➢ Onscreen keyboards ➢ Natural handwriting recognition where available ➢ Input notes or memos for different purposes or audiences ➢ Tone and language appropriate for the audience	Evaluate student's ability to: ➢ Navigate and input information according to teacher's criteria ➢ Complete software tutorial accompanying handheld ➢ Create a note and beam to instructor ➢ Use appropriate tone and language for the audience	Software Tutorial accompanying handheld http://web.pdx.edu/~meyertj/pda.html Century 21 Jr. Input Technologies: Thomson/South-Western: Chapter 9 Century 21 Jr. Input Technologies & Computer Applications: Thomson/South-Western: Chapter 9 DigiTools: Thomson/South-Western: Appendix D *Indiana Academic Standards English/Language* Arts 9.2.5, 9.5.8, 9.6.3

Unit DCT 5: Personal Digital Assistants

Content Standard DCT 5.3: Students apply PDA functions.

Performance Expectations	Instructional Strategies	Assessment Strategies	Supplementary Resources
DCT 5.3.1 Create, search for, and edit entries in the address book or contact list DCT 5.3.2 Create, beam, and receive personal business cards DCT 5.3.3 Add and edit entries, and set alarms in calendar or datebook DCT 5.3.4 Create, edit, prioritize, check off, and delete a task item DCT 5.3.5 Attach a note to a task item DCT 5.3.6 Write, edit, delete, and attach a memo or note DCT 5.3.7 Solve real-world mathematical problems using the calculator feature	Discuss and demonstrate: ➢ Inputting addresses and contact information into contact lists or address books ➢ Beaming a business card ➢ Setting appointments into date book e.g., school calendar, deadlines, or assignments ➢ Editing a note or memo ➢ Completing math homework or calculating expenses or performing other mathematical operations using the device's calculator Create a personal business card Create a memo to another person, e.g., principal, coach, etc. Keep a personal schedule using the datebook or calendar feature	Evaluate student's ability to: ➢ Create an appropriate business card ➢ Keep a personal schedule 10 Common Business Card Mistakes	10 Common Business Card Mistakes Century 21 Jr. Input Technologies: Thomson/South-Western: Chapter 9 Century 21 Jr. Input Technologies & Computer Applications: Thomson/South-Western: Chapter 9 DigiTools: Thomson/South-Western: Appendix D *Indiana Academic Standards English/Language* Arts 9.2.1, 9.2.5, 9.4.2, 9.4.3, 9.4.10, 9.5.5, 9.5.8 Mathematics A1 9.2

Unit DCT 5: Personal Digital Assistants/Handheld Devices

Advanced Performance Expectations

Performance Expectations	*Instructional Strategies*	*Assessment Strategies*	*Supplementary Resources*
DCT 5.3.8 Use a PDA/handheld device to calculate financial information using the calculator, pocket spreadsheet, or expense/financial program DCT 5.3.9 Add, edit, clear, and delete a financial transaction DCT 5.3.10 Navigate the Internet (if available) DCT 5.3.11 Send and receive communication DCT 5.3.12 Upload and download to PC DCT 5.3.13 Manage multimedia elements (if available)	Discuss and demonstrate: ➢ The need to organize personal financial information ➢ Calculating financial information using the tools available on a PDA/handheld device ➢ Entering a URL address and locate a Web site ➢ Navigating the Internet ➢ Sending and receiving e-mail and or instant messages ➢ Placing and receiving a telephone call on a smart phone ➢ Uploading and downloading to PC ➢ Managing multimedia elements	Evaluate student's ability to: ➢ Create and manage a personal financial file ➢ Retrieve information from websites provided by instructor ➢ Communicate with instructor by e-mail or instant message ➢ Place call approved by instructor ➢ Upload and download per instructor's directions ➢ Edit pictures	Century 21 Jr. Input Technologies: Thomson/South-Western: Chapter 9 Century 21 Jr. Input Technologies & Computer Applications: Thomson/South-Western: Chapter 9 DigiTools: Thomson/South-Western: Appendix D *Indiana Academic Standards English/Language* Arts 9.2.5 Mathematics A1 9.2